



STATE OF NEW YORK - DEPARTMENT OF LABOR
DIVISION OF SAFETY AND HEALTH
BOILER SAFETY BUREAU
GOV. W. AVERELL HARRIMAN
STATE OFFICE BUILDING CAMPUS
ALBANY, N.Y. 12240

QUALITY CONTROL SYSTEM REVIEW INFORMATION SHEET

Pursuant to your request for a New York State Repair Certificate of Authorization which will allow you to perform welded repairs or alterations to boilers, please be guided by the following:

REQUIREMENTS

INSURANCE AGENCY	You are required to have a current contract with an Authorized Insurance Company Inspection Agency to perform your repair inspection service.
QUALITY CONTROL SYSTEM	You must develop your Quality Control Manual, Repair Procedures, and Quality Control System to satisfy New York State requirements. <u>Your Authorized Insurance Company Inspection Agency must approve your Quality Control System prior to filing your application with the Bureau.</u>

HOW TO APPLY

APPLICATION	Complete the "Quality Control System Review Application" (SH-380), in duplicate. You must indicate on the application whether you are seeking a certificate to repair boilers at a specific location only (owner/user) or at your shop and/or field locations. The Bureau requires such information for scheduling purposes and in order to issue the appropriate certificate.
FEE	A check or money order for six hundred dollars (\$600.00) must accompany each application request. The check should be made payable to the Commissioner of Labor. This fee amount is non-refundable.
SUBMIT	A completed application with a check for the required fee amount in the preaddressed envelope to the Boiler Safety Bureau at the address given above.

GENERAL INFORMATION

SCHEDULING A REVIEW

When your Authorized Inspection Agency advises the Bureau that your Quality Control System has been approved, a Review will be scheduled at the earliest possible date.

You will be notified of the date, time and the name of the Inspector who will conduct the Review with your Insurance Company Representative.

A copy of your approved Quality Control Manual must be sent to the Inspector conducting the Review at least 15 days prior to the Review date. Failure to submit the manual in a timely manner will result in cancellation of the Review.

CERTIFICATION

A Repair Certificate of Authorization will be issued within two weeks after the Review is completed. Such certificate will authorize you to repair boilers at a specific location only or at a specific and/or field location.

NOTE: If a repaired boiler is transferred out of state, such repairs or alterations completed under the New York State Repair Certification Program may not be recognized in other States.

While the certificate is in effect, you must report all welded repairs and/or alterations to the Boiler Safety Bureau at the address given above. Such reports must be made using either the "Welded Repair/Alteration Report" (SH-386) or the National Board's form "Report of Welded Repair or Alteration (R-1)."

A certificate is good for a period of three years.

RENEWALS

Three months prior to the expiration of the Certificate, the Bureau will mail a renewal notice to you with a copy to your Authorized Insurance Company Inspection Agency. Therefore, it is your responsibility to report any name or address changes to the Bureau at the address given above.

A completed renewal application with the required fee must be received by the Bureau at least two months prior to the expiration of your certificate. Failure to renew in a timely manner may delay the Review inspection and/or issuance of your Repair Certificate of Authorization.

If you require further information, you may contact the Chief Inspector by writing to the address given above or by telephone at (518) 457-2722.